

County of San Diego
Revised: August 20, 2000
Reviewed: Spring 2003

MEDICAL RECORDS TECHNICIAN
SENIOR MEDICAL RECORDS TECHNICIAN

Class No. 003049
Class No. 003055

DEFINITION:

Performs analysis of health information collected in patient's medical records for technical completeness and accuracy to ensure compliance with current laws and regulations; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The medical records technician class series is a specialized clerical series responsible for maintaining and evaluating patient medical records for technical completeness in accordance with current standards, laws and regulations. Positions in these classes are allocated to a medical records section of a county mental health clinic, acute care psychiatric/medical inpatient hospital or skilled nursing care facility in the Health and Human Services Agency or the Sheriff's Department.

Medical Records Technician: This is the journey level class in the medical records technician class series. Under general supervision, incumbents evaluate contents of patient medical records for technical completeness and accuracy in accordance with current standards, laws, and regulations.

Senior Medical Records Technician: This is the advanced journey/lead worker class of the series. Under direction, incumbents perform the more complex medical record analysis and provide technical guidance and training to others involved in medical records section activities. Incumbents may be assigned to supervise a small work group in a detention facility. This class differs from the next higher class, Medical Records Manager or Chief, Sheriff's Medical Records Services, in that the latter two classes are managers with responsibility for a department's medical records.

EXAMPLES OF DUTIES:

Codes and indexes diseases; evaluates contents of patient medical records for technical completeness, accuracy and compliance in accordance with current standards, laws and regulations; compiles health information statistics for required hospital/clinical reports; maintains medical records filing systems and related indices; interprets laws, regulations, and facility's policies and procedures pertaining to medical records.

Senior Medical Records Technician:

All of the duties listed above including: performs the more complex medical records analysis; assists in planning and conducting orientation and in-service training programs for staff; assists in developing and implementing policies and procedures for maintenance of acute care psychiatric/medical inpatient hospital or skilled nursing facility medical records; assists in the preparation for audits of medical records and health information by regulatory agencies and works with agency personnel to facilitate audit activities; performs special projects and attends committee meetings in the absence of the Medical Records Manager/Chief.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Medical Records Technician
 II = Senior Medical Records Technician

Knowledge of:**I II**

- | | | |
|---|---|--|
| G | T | Federal, state and local laws, regulations and standards pertaining to medical records, including HCFA/OBRA (Omnibus Reconciliation Act) for Edgemoor hospital; and Joint Commission on Accreditation of Healthcare Organization (JCAHO) and Title 22 for acute care psychiatric/medical inpatient hospitals and detention facilities; and confidential medical records processing including court order and subpoena. |
| G | T | Medical records analysis and audit procedures to include coding and indexing of inpatient medical charts and records. |
| G | T | California Health and Safety Title 15, Lanterman-Petris -Short Act. |
| G | G | Medical terminology. |

Skills and Ability to:

The following skills and abilities apply to both classes:

- Use computerized programs including Microsoft Word and Excel.
- Compile, check and verify numerical and other data and information to include basic statistical computation.
- Effectively interpret and communicate policies, procedures, standards and regulations orally and in writing.
- Establish and maintain effective working relationships with hospital staff, law enforcement personnel, patients, attorneys, and regulatory agency personnel contractors.

Senior Medical Records Technician (in addition to the above):

- Develop solutions to ensure medical records are in compliance with required documentation and maintenance standards, policies, procedures, laws and regulations.
- Provide technical training and guidance to others involved in medical records maintenance and evaluation activities.
- Develop, organize and maintain patient and disease indices.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. Examples of such education/experience are:

Medical Records Technician:

1. One (1) year of recent experience as a Medical Records Clerk in the County of San Diego, or equivalent clerical experience working in a medical records department in a detention, hospital, mental health or skilled nursing facility, AND, possession of a current Registered Health Information Technician certificate from the American Health Information Management Association; OR,
2. Two (2) years of recent clerical experience, one (1) year of which must have been working in a medical records department in a detention, hospital, medical clinic, mental health or skilled nursing facility.

Senior Medical Records Technician:

1. Two (2) years of recent experience as a Medical Records Technician in the County of San Diego or equivalent, working in a detention, acute care/psychiatric/medical inpatient hospital, medical clinic, mental health or skilled nursing facility, maintaining medical record filing systems and related filing systems and, evaluating patient medical records for technical completeness in accordance with current standards, laws and regulations; OR,
2. One (1) year of recent experience as a Medical Records Technician in the County of San Diego or equivalent, working in a detention, acute care/psychiatric/medical inpatient hospital, medical clinic, mental health or skilled nursing facility maintaining medical record filing systems and related filing systems and, evaluating patient medical records for technical completeness in accordance with current standards, laws and regulations , AND, possession of a current Registered Health Information Technician certificate from the American Health Information Management Association; OR,
3. An associate of arts degree in Medical Records Technology or Health Information Technology from an accredited college, AND, possession of a current Registered Health Information Technician certificate from the American Health Information Management Association.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Note :

Recent experience is defined as “within the last three (3) years”.

Background Investigation:

Misdemeanor convictions, depending upon type, number and recency may be disqualifying.

Candidates offered employment in Health Services Programs that deal with patients and/or drugs will be subject to a limited security clearance. Candidates offered employment in Sheriff's department will be subject to a polygraph examination and background investigation.